



# REVENUE DEPARTMENT

<h2>JOB ANNOUNCEMENT</h2>			ANNOUNCEMENT NUMBER		POSTING DATE
			994		Ongoing
JOB TITLE/JOB CODE NUMBER			PAYGRADE	EXPECTED HIRING SALARY (ANNUALLY)	CLOSING DATE
Tax Specialist 2      41403      Unclassified			014	\$31,474.08 - \$55,072.08	Ongoing
DIVISION			UNIT NAME/LOCATION		
Compliance			Various		
THIS ANNOUNCEMENT IS OPEN TO:					
<p>A.    <input type="checkbox"/>    CURRENT QUALIFIED EMPLOYEES OF THE _____ OFFICE/UNIT/DIVISION ONLY</p> <p>B.    <input type="checkbox"/>    CURRENT QUALIFIED DEPARTMENT OF REVENUE EMPLOYEES ONLY</p> <p>C.    <input type="checkbox"/>    EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS (LOAA)</p> <p>D.    <input checked="" type="checkbox"/>    PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site: <a href="http://www.thejobsite.org">www.thejobsite.org</a></p> <p>E.    <input checked="" type="checkbox"/>    ALL QUALIFIED APPLICANTS</p>					
<p>THE PREFERRED METHOD OF APPLYING FOR THIS JOB IS TO APPLY ONLINE AT <a href="http://WWW.THEJOBSITE.ORG">WWW.THEJOBSITE.ORG</a>.</p> <p>If you need an accommodation due to a disability, for any part of the employment process, please contact The Office of Human Resources at (404) 417-2140 or (404) 417-2160 (TDD).</p>					
<b>GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION</b> Under general supervision, coordinates, plans and performs audits of moderate difficulty in one of the following tax audit or reporting areas: corporate, sales and use, partnership, individual, fiduciary, motor fuel, or unclaimed property reports. Communicates with taxpayers and business representatives. Conducts research activities and evaluates various taxpayer accounting systems. Participates in training and development activities. Prepares and maintains a variety of reports and documents. Interstate and intra-state travel required, as needed or assigned.					
<b>MINIMUM TRAINING AND EXPERIENCE</b> Completion of a bachelor's degree or equivalent in Business Administration or a related field from an accredited four-year college or university that included at least two introductory and two intermediate accounting courses (one course in business law may be substituted for one of the accounting courses) AND one year of auditing experience in the public or private sector <b>OR</b> Six months of experience as a Tax Specialist 1 or Tax Field Agent 4 <b>OR</b> Three years of experience as a Revenue Agent 2, six months of which were assigned to a full-time auditing program <b>OR</b> Completion of a bachelor's degree or equivalent in Business Administration or a related field from an accredited four-year college or university that included two introductory and two intermediate accounting courses AND a master's degree or equivalent in Business Administration or professional CPA designation. [ <b>NOTE:</b> To receive appropriate credit, applicants must indicate on their resumes the number of courses they successfully completed in accounting or business law and should list the educational facility, course number and title, and hours of credit received per course.]					
<b>PREFERRED QUALIFICATIONS</b> Ability to meet the terms and conditions of employment with the Compliance Division.					
<b>COMMENTS/SPECIAL INSTRUCTIONS</b> Must have taken and passed the <b>Tax Specialist 1</b> test in the Merit System. The test is given every first and third Tuesday at 8:30am in Atlanta at the Georgia Merit System Testing Center (Floyd Building, Room 404 – West Tower). Take a current photo ID and either your Job Site UserID or a completed State of Georgia Application for Employment to the test. For more information, you may visit <a href="http://www.thejobsite.org">www.thejobsite.org</a> and select Testing and Exams, or call 404-656-2728.					

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.